

# Hudson Valley AgriBusiness

DEVELOPMENT CORPORATION

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**Job Title:** Program Associate - FeedHV

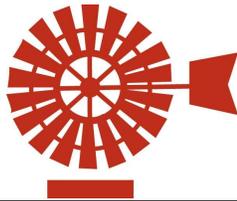
**Job Type:** Part Time

Administered by HVADC, FeedHV is a regional food rescue and harvesting network operating throughout Dutchess, Orange, Ulster, Columbia, Greene, Putnam and Sullivan Counties. It links donors of prepared, but unserved, food and fresh produce with nonprofits and food assistance programs.

Established as a nonprofit in 2007, Hudson Valley Agribusiness Development Corporation (HVADC) is dedicated to promoting balanced, market-based solutions that lead to enhanced agricultural entrepreneurship, rural economic growth, and community enhancement. HVADC is the only economic development agency in the Hudson Valley with a specific focus on the viability of the agricultural economy in the region. HVADC's charge is to enhance the agricultural sector in the Hudson Valley by assisting both new and existing agri-businesses and supporting policies and regulations that recognize and support New York State's agricultural economy.

The Program Associate is a part-time position (20 hours per week) focused on the FeedHV program. This Program Associate position coordinates with an additional part-time FeedHV Program Associate, and has the following responsibilities:

- Monitor the day-to-day operations of the ChowMatch software/app which facilitates the network, and work with other Program Associate to problem solve any issues that might arise.
  - Daily monitoring of the Chowmatch system to include scheduled food runs, verifying alerts are sent out when a run isn't picked up and troubleshooting when a problem with a run occurs.
  - Maintain and update ChowMatch such as updating recipients' listings (contact person, hours, etc.) and sending donor reminders (time to clean out coolers?).
- Maintain and update current email lists of donors, volunteers, and agency contacts.
- Create and sustain social media presence for work of FeedHV and ChowMatch.
- Recruit and write volunteer, donor, and agency stories, update the FeedHV website blog.
- Produce monthly activity reports and participate in annual report preparation.
- Develop, write and facilitate email newsletters directed at volunteers and donors.
- Develop and implement an outreach plan to educate and recruit individuals, non-profits organizations, institutions, businesses and farms to join FeedHV.
- Report the status/activity of the program to executive staff, oral and written as needed.
- Participate in regional food security and food waste reduction efforts if applicable to the core mission of FeedHV.
- Participate in partner organization gleaning and food processing events as needed.
- Participate in conferences and seminars, and meetings with HVADC partner organizations to promote and recruit participants for FeedHV.
- Participate in special projects as directed by executive staff.



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### **Qualifications:**

- Bachelor's degree or equivalent combination of education, training or experience is required.
- A minimum of one year experience in project/program coordination, administration, project management, volunteer coordination or another relevant field is desired.
- Passion for reducing hunger.
- Commitment to racial and social equality.
- Strong written and verbal communication skills and public speaking skills.
- Excellent interpersonal, team building, and relationship-building skills.
- Attention to detail and organizational skills. Strong scheduling skills.
- Proficiency in Microsoft Office with an emphasis on Word and Excel, Zoom and Dropbox.
- Knowledge and usage of Facebook.
- Bilingual (Spanish) preferred, but not required
- Valid driver's license and ability to independently travel within FeedHV's coverage area to visit with agencies, donors and partner organizations.
- Comfortable working in environments with animals, i.e. cows, chickens, pigs, lambs, dogs.

### **Additional Information:**

- Proof of Covid-19 vaccination and mask wearing/social distancing in office required.
- This is a hybrid remote/in-person position, with at least one day a week in-office in HVADC location in Hudson NY required.
- Occasional travel throughout the Hudson Valley

### **Compensation**

Flexible schedule, \$17 to \$20/hour, dependent upon relevant and valid skills/experience.

### **How to Apply**

Email resume and cover letter to [careers@hvadc.org](mailto:careers@hvadc.org). Application deadline: November 8, 2021

HVADC is an Equal Opportunity Employer and is committed to creating an inclusive workplace that respects and values diversity of cultural, ethnic, and experiential backgrounds. We welcome applicants of all races, ethnicities, national origins, genders, and sexual orientations, and differently abled people.